

**Medical Program Policy Review Committee (MPPRC) Meeting Minutes  
SMHS  
Monday, October 9, 2023, 2023 at 4:30 pm  
via Zoom**

**In attendance:** Dr. Jim Porter, Kathleen Ruff, Dr. Ken Ruit, Dr. Rick Van Eck, Dr. Susan Zelewski, Dr. Judy Solberg

**Not in attendance:** Dr. Alexei Tulin, Morgan Thomas

**Minutes Submitted by:** Dawne Barwin

**Minutes Reviewed by:** Dr. Jim Porter

**Minutes Approved by:** Dr. Van Eck and Kathleen Ruff

**MSC = motion made, seconded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
<b>1. Welcome/call to order</b>	Meeting called to order at 4:34 pm, by co-chair Dr. Porter.	<b>Information</b>
<b>2. Review and approval of 9.11.23 minutes</b>		<b>MSC to approve 9.11.23 minutes. Dr. Ruit / Dr. Zelewski // carried.</b>
<b>3. UMEC Updates</b>	<p><b>a. Verbal Report</b></p> <ul style="list-style-type: none"> <li>• The MPPRC discussed the importance of going through all the Policies as an annual process.</li> <li>• We are focusing on Policy 4.8 and Policy 4.20 regarding academic expectations in the Professionalism Policy</li> </ul> <p><b>b. Consent Report</b></p> <ul style="list-style-type: none"> <li>• Nothing was discussed</li> </ul>	<b>Information</b>

**4. Old Business**

**Final Review:**

a. None

**Continued Review:**

- Assignments for initial AT2023-24 review at November 13, 2023 meeting.

Last approved by UMEC	Policy	Primary Reviewer	Secondary Reviewer
6.22.2022	<b>2.2 - Clinical Clerkships Policy</b>		KR
7.27.2022	<b>4.4 - Examination Question Challenge Policy</b>	On Hold	KR
9.7.2022	<b>4.5 - Expectations of Medical Students Outside of School</b>	JP	KR
3.23.2022	<b>4.22 - ND PHP</b>	JP	KR
3.23.2022	<b>5.7 - Clerkship Grade Submission Procedure</b>		KR
3.23.2022	<b>5.8 - AI Grade Submission Procedure</b>		KR
9.7.2022	<b>5.10 - Clerkship Professionalism Procedure</b>	JP	KR
6.22.2022	<b>5.11 - Clerkship Grading Procedure</b>		KR

- There is a suggestion to keep the same people that worked the policy last year, or, a new person to look over the policy.
- The current multiple professionalism policies will incorporate into the new Professionalism Policy as one. Expecting to have this new policy completed for the next AY-2024.
- We will not tackle 4.4 now, it requires some outside questions before it can be reworked. We will hold on this and set up some separate meetings to look at this policy closer to the end of this so can start the next AY with 4.4 as a freshly worked policy.
- Kathleen Ruff had been approached by a fellow student to ask about the absence policy, could it be like the Phase 2 policy where you get 2 days off during a unit?

**Information**

**Table Policy 4.4  
Examination Question  
Challenge Policy until  
later in AY 2023-24**

	<ul style="list-style-type: none"> <li>• Dr. Zelewski answered that this is not the Absence Policy. You cannot have 2 days off without going through the approval process. It has been an incorrect rumor for the past few years.</li> <li>• Dr. Zelewski stated that Procedures 5.7, 5.8 and 5.11 have recently been reviewed by P2P3C and then approved at UMEC in June/ July 2023. These policies are complete and will not need to be reviewed. <ul style="list-style-type: none"> <li>○ After investigating the path these 3 Procedures actually took, the movement of Procedures 5.7, 5.8 and 5.11 through the committees for recommendation and approval, it was found that all the procedures had been recommended they move from P2P3C (meeting on 6.13.23) to MPPRC (at 10.9.23 meeting) and then be recommended to UMEC for approval. These procedures have not gotten to UMEC as of yet. (They will be placed onto the 12.13.23 UMEC Agenda. UMEC November 2023 meetings were canceled.)</li> </ul> </li> <li>• Dr. Porter will assign committee members to work the remaining 4 policies anonymously, Policies: 2.2, 5.7, 5.8 and 5.11.</li> <li>• For LCME the date listing on the website for approved policies can be the month and year instead of the actual date of UMEC approval. This will continue for the future.</li> <li>• Policy 4.8 Functions of the Medical School Academic Performance Committee-JP</li> <li>• “Academic Probation” is the language still being used in this policy.</li> <li>• Dr. Ruit says the proposal was to move to “Academic Alert” language.</li> <li>• Dr. Porter asked how MSAPC is notified of a student’s academic status change and by who?</li> <li>• Dr. Zelewski said that academic probation happens so infrequently, but feels the naming of the person the notification come from, it should be put into the policy.</li> <li>• This policy will be sent out to the committee to edit and suggest as they see needed.</li> <li>• If student wants to have an open hearing, then the student can invite certain people to attend with them.</li> <li>• Judy Solberg said that at Grievance Hearings a large number of attendees at an open hearing where everyone attending would have to sign a non-retaliation statement.</li> <li>• Dr. Van Eck asked for different language for open hearing. It would be better to have a specific amount of people that can attend.</li> <li>• Dr. Porter is not in favor of making a hearing open door. I will talk with Legal to get some guidance.</li> </ul>	<p><b>ACTION ITEM: Policy 4.8 will be emailed to all committee members for editing and then return to Drs. Porter and Ruit to compile for the next MPPRC meeting on 11.13.23</b></p>
--	---	--

	<ul style="list-style-type: none"> <li>• Dr. Porter will send this Policy to the current MSAPC chair, Dr. Kevin Whaley for review and input. I will send this to the former MSAPC chair, Dr. Eric Johnson for editing as well.</li> <li>• This policy will be sent to all committee members for editing.</li> <li>• Policy 4.20 - Academic Expectations of Medical Students: revisions to incorporate medical student professional behavior policy.</li> <li>• Drs. Van Eck, Ruit and Porter are having a meeting to complete the draft of this policy to get to MPPRC and then UMEC approval by the start of the next AY.</li> <li>• Dr. Zelewski would like to have this policy, after the final draft, go through P1C, P2P3C for any comments or questions. Then after it comes back to MPPRC we can move to UMEC for approval for Policy 4.20.</li> </ul>	
<b>5. New Business</b>	<p>Policy 4.22 - Medical Physician Assistant Student Evaluation, Treatment and Rehabilitation for physical, Mental Health and Substance Dependency/Abuse Issues – The North Dakota Professional Health Program.</p> <ul style="list-style-type: none"> <li>• The Physicians Assistant Program wanted to be part of the PHP Program. In the policy the wording has been added to include them.</li> <li>• Dr. Zelewski asked to change the word issues to conditions in the title of this policy. It is the word that the PHP website themselves use.</li> <li>• Dr. Porter will send this policy to Legal to make sure it is correct.</li> <li>• A change in this policy is the ND PHP will inform MSAPC of any noncompliance with a treatment plan by medical students enrolled in the ND PHP. This will also include the PA students.</li> <li>• This edited policy will be sent to Dawne Barwin to send out to all committee members to edit and then Dr. Porter will ask Legal for their review and then bring it back to MPPRC for recommendation to move to UMEC for approval at the next MPPRC meeting on 11.13.23.</li> </ul>	<b>ACTION ITEM: Policy 4.22 will be emailed to all committee members to review; Dr. Porter will check with Legal on this policy and then it will come back to MPPRC on 11.13.23 for recommendation to UMEC.</b>
<b>6. Matters Arising</b>		
<b>7. Adjournment</b>	Meeting adjourned at 6:15 pm.	Next meeting is November 13, 2023 via Zoom.

